

NATIONAL BUSINESS CENTER ABC/M DATA DICTIONARY

October 1, 2003



NATIONAL BUSINESS CENTER
ABC/M DATA DICTIONARY
Table of Contents

Functional Area:

Aviation Management	1
Building Operations	1
Facilities Management	2
Employee Services	3
E-Payroll	3
Finance and Accounting	3
Human Resources	4
Information Technology	6
Library and Museum	10
Modernization	11
Acquisitions Services	11
Personal Property and Fleet Management	13
Alterations Services	14
Space Management	14
DOI University and Training	14
Immediate Offices – Associate and Assistant Directors	16
NBC Common Indirect Activities (X Codes)	16
Indirect Cost Negotiation	18
Mail Services	18

National Business Center Consolidated Activity Data Dictionary		
ACTIVITY CODE	Activity Name	Activity Definition
AVIATION MANAGEMENT		
A A	Aircraft Management (Activities to be added)	Refer to OAS Instruction 310-1
		"Work Job Code Activity Definitions"
BUILDING OPERATIONS		
B A	Coordinate Building Operations	Estimating Jobs, Occupant Notification, Scheduling Jobs, Preparation of Reports (Recycling, Inspections, Environmental, etc.)
B B	Manage Building Services Contracts for MIB/SIB	Establish, administer, and provide oversight and inspection for building services contracts in MIB/SIB. Contracts include custodial, landscaping, recycling, pest control, trash (debris removal), and mechanical services for the Main and South Interior Buildings
B C	Respond to Service Requests	Provide timely response to customer inquiries, complaints & requests for any of a variety of services (e.g., adjustments to HVAC systems, lamp replacements, special cleaning, etc.)
B D	Perform Preventive Maintenance	Perform scheduled preventive-maintenance on building systems and equipment as required by GSA procedures.
B E	Perform Equipment Repairs	Repair building systems and equipment, as needed, to ensure optimum performance.
B F	Monitor South Penthouse and Rooftop Use	Provide monitoring of south penthouse and rooftop terrace for three hours each day when weather conditions permit opening.
B G	Provide Vehicle Operator Services	Provide driver services to transport personnel and materials, special pickups, and deliveries
B H	Coordinate Displays and Exhibits in MIB/SIB Common Areas	Receive written requests from occupant organizations; review submittals, approve/disapprove requests, and coordinate and monitor placement of each.
B I	Respond to Emergency Conditions	Provide immediate and appropriate response to building emergencies (e.g., floods, fire, security issues, etc.) on a 24-hours basis. Implement appropriate damage-control procedures.
B J	Provide Reimbursable Services	1) Support for special events during non-business hours; 2) nonstop utilities for 24-hour operations.
B K	Interagency Liaison and Coordination	Provide technical review of construction documents and specifications; coordinate the work with occupant organizations and contractors; schedule and coordinate services provided by other agencies (e.g., GSA Fire Alarm Shop, DC Public Works, etc.); assist in identifying key building systems and components; follow-up and monitor, as necessary.
B L	Perform Contingency Planning	Provide Occupant Emergency and Continuity of Operations planning, training, and coordination.
B M	Manage Hazardous Materials	Management, coordination, and oversight of hazardous materials and related activities in the Main and South Interior Buildings.

National Business Center Consolidated Activity Data Dictionary		
ACTIVITY CODE	Activity Name	Activity Definition
B N	Coordinate Accessibility Issues	Plan and coordinate activities related to maintaining or improving accessibility into and throughout the Main and South Interior Buildings.
B O	Manage Concessions Programs	Includes activities as a liaison between GSA Concessions staff, vendors, and occupants.
B P	Administer Energy Management in MIB Complex	Includes activities to develop, coordinate, implement, and monitor the energy-conservation program for the Main and South Interior Buildings.
FACILITIES MANAGEMENT		
B Q	Administer Parking and Ridesharing Program, MIB Complex	Manage the MIB Complex permanent, temporary, and disabled parking programs.
B R	Administer Transit Benefit Program	Develop policy and provide guidance to local and nationwide bureau coordinators, maintain FAQ list, provide general information to DOI employees, develop and manage reports.
B S	Manage Flags and Seals Nationwide	Distribute policy regarding flags, seals, and emblems through the Departmental Manual and other policy documents, provide additional guidance to bureaus and offices, notify bureaus and offices nationwide for half-staff events.
B T	Provide Industrial Hygiene Services and Environmental Management.	Provide industrial hygiene and safety and health services to the MIB Complex occupants and NBC employees nationwide. Coordinate environmental facility ecology effort nationwide for NBC.
B U	Administer GSA Building Delegation for MIB/SIB	All duties & costs associated with administration of DOI's GSA Building Delegation
EMPLOYEE SERVICES		
D A	Manage Health and Safety	All costs & duties related to development & maintenance of safety plans, operation of health units, EAP, and the MIB Fitness Center, IDRA, and Cafeteria.
D B	Perform Needs Assessments (Sec. 504)	Respond to inquires from DOI nationwide, Order technology from CAP.
D C	Maintain and Demonstrate Accessible Technology	Monitor software updates, demonstrate hardware & software at the ATC.
D D	Perform ATC & Sec. 508 Outreach	Give Presentations to Bureaus, Attend & Present at Conferences, DOI Radio & Video Broadcasts, Author Articles for "People, Land, & Water", Organize Demonstration Events at the ATC.
D E	Develop Disability Policy & Procedures for DOI	Serving on DOI Human Capital Committee, Chair DOI Disability Rights Committee, Serve on Accessibility Forum Consortium, Reasonable Accommodation, EEOC reporting, ADR Planning Group
D F	Perform Disability Awareness	Host Employee w/ Disability Groups, Develop Sign Language Awareness.
D G	Manage & Coordinate Physical Security & Safety	Coordinating with contract offices, cameras, OEP, COO operations. Includes cost of security contracts, coordination in MIB Complex, Denver, Reston, Boise.
D H	Manage Personnel Security	Manage personnel ID cards, locks & keys.
D I	Perform background investigations	Costs related to background investigations.
D J	Public Trust and Position sensitivity designations	Costs related to sensitivity designations.

National Business Center
Consolidated Activity Data Dictionary

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D K	Perform Drug Testing Activities	Includes actual time spent doing drug/alcohol tests/collections (setup to cleanup); entering cases in automated adp system; fedex kits/forms to lab/mro.
D L	Coordinate Drug Testing Activities	Includes ; scheduling and tracking drug and alcohol test reports and results with users, collection & lab & mro contractors, preparing reports; maintaining drug testing supplies.
D M	Provide Photography Services	All activities related to providing photography services to DOI
D N	Maintain Copy Centers	All activities and costs related to the maintenance of Copy Centers in MIB and Denver. Includes space, contracts, staff time spent on troubleshooting, administration of PIN codes, & supplies (paper, toner, etc).
D O	Manage Satellite Copiers	All activities and costs related to the maintenance of CCS satellite copiers throughout DOI, includes contracts, staff time, supplies, etc.
D P	Create Job	Logging & assigning jobs, creating initial customer job, set-up,
D Q	Run Print Job	Running print job on CCS equipment, duplicating, etc. Ensuring waste control & quality control
D R	Finishing	Manual binding, shrink wrapping, & other "hand-time" activities.
D S	Manage Direct Sales	All activities related to managing & stocking the Direct Sales business line.
E-PAYROLL		
E A	Process Benefits	Maintenance of retirement records, retirement record closeout, processing retirement packages, health benefit reconciliation, management of thrift loans, military service credit deposits, rejected thrift deposits, thrift lost earnings, program representation on long term care insurance, flexible spending account, and other benefit issues
E B	Tax Management	W-4 Data maintenance, collecting, adjusting and disbursing taxes, issuing tax reports
E C	Payroll Accounting	Maintenance and reconciliation of all accounting records, including cash, suspense, receivables and payables, processing collections, labor cost reconciliation, payroll certification, payroll reporting, Treasury liaison
E D	Payroll Processing	Payroll data maintenance, T&A processing, error correction, T&A amendments, pay and leave audit and research, pay and leave adjustments, back pay payments, settlement payments, check reissues
E E	Debt Management	Identifying and acting on salary overpayment debts, including issuing due process and employee notices, negotiating repayment schedules, establishing collections, initiating Treasury Offset debts and delinquent credit card debts, notifying employees and initiating collections on third party debts, processing waiver requests, participating in hearings
FINANCE & ACCOUNTING		
F A	Rental Rate Setting	Prepare contracting requirements, collect rental comparable data, perform contract administration functions, and conduct regression analysis.

National Business Center
Consolidated Activity Data Dictionary

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F B	Perform Accounting Operations	Accounting activities associated with providing accounting operations support to client agencies, including Collections (Federal Reserve, Lockbox, Credit Card and Federal IPAC), Commitments, Obligations and Payments (Vendor-purchase orders/contracts, Credit Card, Grants, Federal IPAC), Debt Management (Bill Preparation, Aging of receivables, Dunning notices, application of Interest/Penalties, Treasury Offset, Salary Offset, Write-Offs, and Appeals), Electronic Certification of Payments to Treasury, Investment Accounting, Property & Inventory Accounting, Reconciliations (Fund Balance, Payroll, Credit Card, Suspense, Subsidiary Ledgers to General Ledger and others), Records Management (filing payment and travel payments), Regulatory Reporting (SF-224, FACTSII, 2108, FACTS 1, TROR, Prompt Payment, and others), Standard General Ledger, Travel Payments, Undelivered Orders Review, Vendor file (ACH and TIN), Year End Closing processes (establishing processing schedules, recording adjusting entries, approval of final close)
F C	CFO Reporting	Accounting activities associated with Chief Financial Officer Reporting and Audits, which includes: Audit and Audit Liaison work, Financial Statement preparation, Footnote preparation, Intra-Department and Intra-Governmental Transactions, Management Discussion and Analysis (MDA), Required Supplementary Information (RSI), Required Supplementary Stewardship Information (RSSI)
HUMAN RESOURCES		
H A	Provide Employee Relations (ER) Services	HRO work involved in the organization's ER program including all stages of performance, conduct, administrative grievance, fitness for duty, leave administration, performance management, Employee Assistance Program, and/or discrimination cases/appeals; providing advice, counsel and/or formal training to managers, supervisors, employees and agency representatives; leading or serving on workgroups or committees; researching case law and other regulatory and statutory guidelines; assessing program effectiveness and needed changes; and drafting, commenting on and/or implementing new ER policies.
H B	Provide Workforce Analysis & Planning Services	HRO work involved in the development, execution, and monitoring of plans and programs to manage workforce demographic changes and trends; develop recruitment, retention and workforce plans; and analyze and plan for skill/competency changes and developments.
H C	Provide Recruitment and Staffing Services	HRO work involved in all stages of recruitment and staffing options, authorities and activities; qualification and eligibility determinations of applications; pay setting; coordinating relocation actions; providing advice, counsel and/or formal training to managers, supervisors, employees and applicants; leading or serving on workgroups or committees; researching regulatory and statutory guidelines; assessing program effectiveness and needed changes; and drafting, commenting on and/or implementing new policies.

National Business Center
Consolidated Activity Data Dictionary

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H D	Provide Position Management & Classification Services	HRO work involved in establishing and determining the appropriate title, series, grade level of positions; providing advice, counsel and/or formal training to managers and supervisors on position management classification and reorganizations; leading or serving on workgroups or committees; researching regulatory and statutory guidelines; and drafting, commenting on and/or implementing new policies and/or classification standards.
H E	Provide Labor Relations (LR) Services	HRO work involved in the organization's LR program including contract negotiations; labor disputes and ULP's; all stages of LR grievance cases/appeals; providing advice, counsel and/or formal training to managers, supervisors, employees and agency representatives on resolving all types of LR issues; advising on and coordinating day-to-day Impact & Implementation issues; leading or serving on workgroups or committees; researching case law and other regulatory and statutory guidelines; assessing program effectiveness and needed changes; and drafting, commenting on and/or implementing new LR policies.
H F	Provide Employee/Workforce Development/Training Services	HRO work involved in processing, establishing, overseeing, and carrying out an Employee/Workforce Development/Training program to meet individual and organization development and training needs including developing generic IDP requirements and templates for occupations, supervisory probationer, or other appropriate employee category; planning and coordinating training; performing training needs assessment; establishing requirements for processing and coordinating training nominations, registrations, and required automated and hard copy documentation; tracking and analyzing training expenditures; leading or serving on workgroups or committees; assessing program effectiveness and needed changes; and drafting, commenting on and/or implementing new employee development/training policies.
H G	Provide Employee Benefits Services	HRO work directly involved in advising employees on health, life, retirement, TSP, leave share benefit and worker's compensation programs including determining eligibility for enrollment/changes; providing retirement estimates and counseling, etc.; providing advice, counsel, and/or formal training to managers, supervisors, employees on all aspects of benefits programs; leading or serving on workgroups or committees; researching case law and other regulatory guidelines; and drafting, commenting on and/or implementing new benefits policies.
H H	Provide Incentive Award Services	HRO work involved in establishing, overseeing and carrying out an Incentive Awards program ; providing advice, counsel and/or formal training to managers, supervisors and employees regarding award criteria and eligibility; leading or serving on workgroups or committees; researching regulatory and statutory guidelines; assessing program effectiveness and needed changes; and drafting, commenting on and/or implementing new policies.

National Business Center
Consolidated Activity Data Dictionary

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H I	Provide Quality of Work life Services	HRO work involved in the development, execution, and monitoring of work life support programs and plans. (Time spent participating in these programs should NOT be included in this category.)
H J	Provide Personnel Action Processing and Recordkeeping Services	HRO work involved in processing personnel actions including in-processing of new employees; establishing, processing, changing and maintaining required automated and hard copy employee personnel documents and records (OPF, EPF, EMF); determining eligibility for and processing all personnel actions for all information documented on/by the SF-50; determining level of and processing background investigations; out-processing of separating employees; leading or serving on workgroups or committees; assessing program effectiveness and needed changes; and drafting, commenting on and/or implementing new processing and record keeping policies.
H K	Provide FPPS SPOC and SPO Security Services	HRO work involving and in support of establishing, changing or deleting user ID's accesses; routing paths, etc.; establishing and making changes to organization name, code, etc. information in FPPS; performing general FPPS trouble shooting; assessing program effectiveness and needed changes; leading or serving on workgroups or committees; drafting, commenting on and/or implementing new FPPS SPOC and SPO security policies.
H L	Manage Pay Administration	HRO work involving and in support of identifying, analyzing, calculating and documenting all pay errors. (Actual processing of the SF-50's for such actions would be covered under item #10, Provide Personnel Action Processing and Recordkeeping Services.)
H M	Manage Reduction in Force	HRO work involving and in support of a reduction in force (RIF) (Actual processing of the SF-50's for RIF actions would be covered under item #10, Provide Personnel Action Processing and Recordkeeping Services.)
INFORMATION TECHNOLOGY		
I A	Respond to Information Requests	Respond to FOIA, Privacy Act, Congressional Inquiry, bureau, and other government agencies requests, including maintenance of files and tracking status of requests.
I B	Customer Support	Management of customer relations including Ad-hoc requests, Automated solutions, Client Interface Manual, Client Liaison, Customer Satisfaction, Duplicate LES, Employment Verifications, Functional Requirements, Help Desk, Inquiry Tracking Reports, Message of the Day, On-site support, Problem resolution, Response to inquiries, T&A Pay Codes manual, Technical assistance, Web page. All duties associated with ad-hoc consulting services.
I C	Records Management	Advise and assist records custodians on the maintenance and disposition of paper and electronic records.
I D	E-mail Systems Messaging	Software configuration; account management; message routing configuration; replication of address books; trouble shooting remote and local access; Integration of other email systems; provide advice and analysis on needs of customers; conduct needs assessment, project planning, management, and budgeting; change management.

National Business Center
Consolidated Activity Data Dictionary

ACTIVITY CODE	Activity Name	Activity Definition
I E	Enterprise Architecture	Participation in the development, maintenance, and coordination associated with the DOI Enterprise Architecture and the NBC Extensions to it. This activity would include participation on Domain Architecture Teams, maintenance of NBC Technical Reference Model, etc.
I F	Reports Development	Creation of reports for customers based on their requirements and reporting software. Examples: FFS & FPPS, Procurement report development. Does not include preparation of reports by staff to managers.
I G	Network Management - Audio/Visual	Provide audio/visual support for all activities within MIB, SIB, and conference rooms. This includes audio/visual support for all DOI Bureaus, outside agencies, and OS. Services include: Video productions in MIB & SIB auditoriums, Video productions outside of the MIB, video productions within MIB (conf rooms or offices), Press conferences, satellite up-links & down-links, post production, video conferences, conference room support, news monitoring, Secretary's broadcast studio, off site conferences.
I H	Functional Analysis	Develop the requirements for applications, including functional, technical and operations requirements.
I I	Perform Web Development	The design, development, implementation, and maintenance of web sites on Intranet and Internet platforms. Includes: 1) Meet with clients to determine needs 2) Develop project plan and data model 3) Establish information architecture 4) Design audio and visual content 5) Perform program testing 6) Conduct evaluations 7) Perform cost analysis 8) Ensure sect. 508 compliance 9) Programming
I J	Database Administration	All activities associated with DBA work including: Application database changes, backups, restores, performance monitoring, and tuning, Creating and documenting database design, Creating database indexes, Creating database instance, Creating database links, Creating database procedures, Creating database sequences, Creating database table spaces, Creating database tables and views, Creating database triggers, Creating database users and roles, Data Analysis, Execution and monitoring of job streams and processes, Functional Requirements, Generation and distribution of various outputs, e.g., reports, interface files, Resolution of processing problems, System and applications testing
I K	Desktop Support	Support of NBC workstation environments including: Acquisition of Hardware/Software, Change Management, Configuration Management, Environment Management, Installations, Management of desktop support services, Problem Management/Troubleshooting, Asset Management.

National Business Center
Consolidated Activity Data Dictionary

ACTIVITY CODE	Activity Name	Activity Definition
I L	IT Security	Activities associated with the NBC Computer Security Program including automated applications. Establishment of policy and guidance to implement the requirements of the National Computer Security Act and DOI Departmental Manual Chapter 375 DM 19 and the review of Security Program processes and results to ensure that policy and guidance are being accurately interpreted and implemented. IT Security Program Development, management, incident reporting, security training, and related record keeping - develop or review IT security policies and plans for General Support Systems (GSS) Major application and systems containing sensitive data; assisting in and approving the development of contingency (COOP) plans for GSS, major applications and systems containing sensitive data; providing on an ongoing basis IT security awareness training for management, technical and user staff C&A activities to maintain certification currency; providing technical assistance to installation management on IT security requirements; coordinating all activities designed to protect an IT installation or any other technical system; application of security
I M	DOI IT Support	Participation in and contribution to NBC-wide and DOI-wide IT initiatives. Development and operation of the NBC Enterprise Architecture. Provide coordination and services to OS customers related activities where procedures have not been developed. Work described by this work activity benefits the entire organization in an indirect way. This work activity should not be used unless the benefit to the organization is overarching, or if a single benefiting organization cannot be identified.
I N	External Technical Support	Technical maintenance including: Disaster Recovery, Evaluation of new client environment (normally on-site), Hosting data on NBC Systems, Installation and Management of Software, New Client Migrations, Provision hardware and software, Storing files on a secure server and monitoring of all feedback messages, Technical Assistance, Troubleshooting of specific client technical issues (normally on-site)
I O	IT Operations	Performs operations, production control, and first-level customer support services for NBC Data Center clients. Functions include hardware site planning; physical installation and maintenance of all computer room hardware items; and printing, microfiche, tape management, and console services.
I P	IT Planning	Coordinates the NBC Information Resources Management (IRM) policy and planning activities and performs the program, business, and day-to-day IRM activities for the IT Organization. Primary focal point for the identification of client requirements and for developing and coordinating the planning efforts to ensure that requirements are met.

National Business Center
Consolidated Activity Data Dictionary

ACTIVITY CODE	Activity Name	Activity Definition
I Q	Network Management - Data	Responsible for planning, implementation, and management of the NBC data communications network services. Functions performed include network design; installation, configuration, and management of data networking hardware and software; network security; Enterprise communications and configuration and management; network server administration; and user support, problem determination, and problem resolution. Management of Routers, Switches, and Firewalls - providing policy and guidance, oversight, and internal/external agency coordination; analysis for capacity planning, customer support, monitoring, and network security; establishing priorities, scheduling of workloads to include maintenance, upgrades to systems, and deployment of new systems; billing analysis of communications services; and reviewing for fraud and abuse.
I R	Network Management - Voice	Responsible for planning, implementation, and management of the NBC voice communications network services. Functions performed include network design; installation, configuration, and management of voice networking hardware and software; network security; and user support, problem determination, and problem resolution. Management of switches - providing policy and guidance, and oversight; analysis for capacity planning, customer support, monitoring, and network security; establishing priorities, scheduling of workloads to include maintenance upgrades to systems, and deployment of new systems; radio frequency planning, reviews, and coordination; billing analysis of communications services; and reviewing for fraud and abuse.
I S	Project Management	Application of project management techniques and discipline in the planning, organization development, and project and human resource management of IT Projects.
I T	Server Hardware/Software Support	Responsible for the stability, integrity, and operational efficiency of the hardware/software configuration. Establishes the overall hardware/software environment, installing and initial testing of the operating system and related third party software, monitoring of computer resources utilization and performance tuning, and providing consulting services to NBC and client application developers on potential ways to exploit the computer environment.
I U	Software Development and Maintenance - Small Applications	Small Application creation - evaluation of hardware and software options and methods; determining organizational impacts; performing life-cycle costs and planning; purchasing of development platform; development of software applications and incremental reviews; creating system and user documentation' provide advice and analysis on needs of customers; conducting needs assessment; project planning, management and budgeting; coordination with users; evaluating user requirements to determine changes; and determining project feasibility.
I V	Software Testing	Formal application testing including installation testing.

National Business Center
Consolidated Activity Data Dictionary

ACTIVITY CODE		
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I W	Multimedia Technical Support	Technical hardware and software support to the NBC/PS for all meetings, training rooms, the videoconference room and equipment loans such as laptop computers and projection units. In-house technical problem resolution. Technical software support to the NBC in developing and using electronic presentations, CBT, WBT, automated systems, multimedia products; and responding to FPPS Help Desk requests, where responsible.
I X	Software Development and Maintenance - Large Applications	Analysis, development of requirement statements, application design, database design (not related to DBA issues), programming, production control, modified system components, test cases, technical services support, installation program development and results. Includes: 1) Application programming (including transactional system development), 2) Datamart application support, 3) Designing basic layout and presentation of information, 4) Designing data flow of information throughout site for ease of use, 5) Designing to ensure efficient future development and maintenance of the site, 6) Execution and monitoring of job streams and processes, 7) Generation and distribution of various outputs, 8) Internal Analytic Programs, 9) Life cycle management of system components, 10) Software coding of required features and functions, 11) Ensuring section 508 compliance, System changes and maintenance.
LIBRARY & MUSEUM		
L A	Provide Technical Museum Assistance	Provide consultation, On-site assistance, maintain contacts with trainees, develop collection management plans, update and maintain content on museum website (non-technical), respond to questions from website viewers, maintain newsletter. Department-wide.
L B	Outreach & Promotion of Museum	Public relations, news media, In-house (MIB/SIB) programming, public programming, conduct building tours, visitor surveys, DOIU Forums, serve on committees (museum consortium), conference presentations. DOI Museum
L C	Develop Exhibits	Research & Development, Estimate Costs, Schedule, Develop Yearly Exhibit Plan, Coordinate Exhibit Installation. DOI Museum
L D	Manage Collections	Research collection, Monitor objects on exhibit, facilitate conservation catalog, environmental monitoring, accession & decession, database, inventory, digital imaging, shelving, loose-leaf filing materials, "weeding" the collection, shelf reading.
L E	Manage Art in Office	Maintain database, digital imaging, tracking, manage rotations, negotiate & coordinate placement of pieces, coordinate moves of Art in Office pieces, coordinate moves of other artwork in offices. Dept.-wide MIB Complex.
L F	Museum Modernization	Redesign & Modernization of Museum, ADA Issues, Coordinate Art in Office moves due to modernization. MIB Complex.
L G	Maintain Accreditation	Review, Develop, Upgrade Policies & Procedures. DOI Museum
L H	Manage Historic Furnishings	Research Collection, Catalog, Digital imaging, Environmental Monitoring, Program Development. MIB Complex.

National Business Center
Consolidated Activity Data Dictionary

ACTIVITY CODE		
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L I	Perform Environmental Monitoring of Collections	Light, Temperature, Relative Humidity, Integrated Pest Management. DOI Museum
L J	Housekeeping	Light bulb changing (collection cases), Coordination of individual object cleanings on a rotating basis. DOI Museum.
L K	Provide Museum-Specific Security	Key Control to Museum & Storage, General Museum Security. DOI Museum.
L L	Perform Library Operations	All functions involved in the operation of the DOI Library, including contract costs.
L O	Process Physical Assets	Serial check-in & control, Serial claiming, Newspaper processing for Library & for Dept. offices, Binding, Preservation, and repairs.
L P	Coordinate Library Acquisitions	Processing new acquisitions for Library & Client Offices. Includes Ordering, Verifying Price, Creating Purchase Orders, etc.
MODERNIZATION		
M A	Coordinate MIB Modernization	All costs & duties associated with the modernization of MIB
ACQUISITIONS SERVICES		
P 1	PROVIDE LEGAL REVIEWS FOR OTHER THAN SW BRANCH	TO INCLUDE RESEARCH AND WRITTEN DOCUMENTATION OF LEGAL POSITION (I.E. INTERNAL QUALITY REVIEWS (IQR)) FOR OTHER THAN ASD SW BRANCH
P 2	PROVIDE LEGAL ADVICE FOR OTHER THAN SW BRANCH	PROVIDE VERBAL ADVICE TO INDIVIDUAL OR GROUP FOR OTHER THAN ASD SW BRANCH
P 3	PERFORM PD SPT FUNCTION FOR BRANCH	TO INCLUDE ADMINISTRATIVE PD ASSISTANCE PROVIDED BY AND TO INTERNAL BRANCH STAFF (DOES NOT INCLUDE FUNCTIONS PERFORMED BY OFFICIAL SYSTEM ADMINISTRATORS)
P 4	RECORD SYSTEM APPLICATION DOWNTIME	TO RECORD DOWNTIME OF ANY SYSTEM APPLICATION - ACCOMPLISHED BY A SINGLE ASD POC TO MINIMIZE DUPLICATION
P 5	PERFORM MANUAL PD ACTIONS	TO INCLUDE ANY TYPE OF MANUAL CONTRACTUAL ACTIONS THAT WILL NEED TO BE BACK LOADED INTO PD
P 6	IMPLEMENT PROCUREMENT SYSTEMS	TO INCLUDE IDEAS-PD, IDEAS-EC, FEDBIZOPPS, CCR/BPNAND FPDS/IPDS - COORDINATE UPGRADES, MONITOR AND COMMUNICATE ISSUES TO USERS, WRITING PROCUREMENT SYSTEM POLICY / INSTRUCTIONS, ATTEND RELATED SUBJECT MEETINGS
P 7	DO IDEAS-PD SYSTEM ADMINISTRATION	TO INCLUDE PERFORMING IDEAS-PD FUNCTIONAL SYSTEM ADMINISTRATION
P 8	ASSIST PROCUREMENT SYSTEM USERS	TO INCLUDE ASSISTING END USERS, SERVES AS PRIMARY NBC POC FOR IDEAS-PD HELP DESK CALLS
P 9	PREPARE MISC. SUSPENSES	SELF EXPLANATORY

National Business Center
Consolidated Activity Data Dictionary

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P A	Perform Acquisitions Services	For Time & Attendance purposes, includes all direct costs associated with delivering acquisition services. Does not include indirect activities such as program management or administrative duties - these activities are listed within the NBC "X" codes.
P B	DO ACQUISITION STRATEGY	TO INCLUDE STRATEGIZING THE BEST WAY TO APPROACH AN ACQUISITION; INCLUDES RESEARCHING COORDINATING AT ALL LEVELS
P C	CONDUCT MARKET SURVEYS	RESEARCHING LITERATURE, LOCATING POTENTIAL SOURCES, PREPARING / ISSUING SOURCES SOUGHT NOTICES, INTERVIEWING CONTRACTORS.
P D	DO BUDS RESPONSIBILITIES	ATTENDING / CONDUCTING BUDS MEETINGS & CONFERENCES, REVIEW SUBCONTRACTING PLANS, REVIEW SB SCREENING, ESTABLISH / REVIEW / REVISE POLICIES, MONITOR SB GOALS
P E	DEVELOP / PROCESS BROAD AGENCY ANNOUNCEMENTS (BAA)	TO INCLUDE ISSUING FEDBIZ OPS / EC FOR BAA, PARTICIPATING IN SCIENTIFIC AND PEER PANEL (SPP), RESOLVING SPP COMMENTS
P F	DEVELOP / PROCESS PURCHASES	TO INCLUDE REQUESTING WAGE DETERMINATIONS, CREATING SOLICITATIONS (CLAUSE SELECTION AND PROVISION DEVELOPMENT) ISSUING EC NOTICE, COORDINATION WITH BUDS, GETTING COPIES MADE, MAILING THE SOLICITATION
P G	DEVELOP/PROCESS BPAs	TO INCLUDE RESEARCHING, PREPARATION, COORDINATION AND ESTABLISHMENT OF BPA
P H	DEVELOP/PROCESS COMMERCIAL ITEM PROCUREMENTS	TO INCLUDE ALL TASKS TO DEVELOP/PROCESS CI PROCUREMENTS
P I	DEVELOP / PROCESS IFB	TO INCLUDE REQUESTING WAGE DETERMINATIONS, PROCESS ACQUISITION PLAN, CREATING SOLICITATION (CLAUSE SELECTION AND PROVISION DEVELOPMENT), ISSUING EC NOTICE, COORDINATION WITH BUDS, ALL OTHER ACTIVITIES UP TO RECEIPT AND AWARD RESULTING FROM IFBs .
P J	DEVELOP / PROCESS RFPs	TO INCLUDE ALL NECESSARY ACTIONS UP TO RECEIPT OF PROPOSALS SUCH AS REQUESTING WAGE DETERMINATION, PROCESS ACQUISITION PLAN, ESTABLISH SOLICITATION, ISSUING EC NOTICES, COORDINATION WITH BUDS AND/OR SBA, COORDINATION WITH LEGAL, AND ALL OTHER ACTIVITIES UP TO RECEIPT AND AWARD RESULTING FROM RFP.
P K	PERFORM NEGOTIATIONS FOR INFORMAL SOURCE SELECTION	TO INCLUDE RECEIVING / EVALUATING PROPOSAL AND RECORD ALL NECESSARY ACTIONS IN PNO / PNM FOR OTHER THAN FORMAL SOURCE SELECTION PROCUREMENT AND MAKE AWARD, EC NOTICES, NOTIFY UNSUCCESSFUL OFFERORS, POSTAWARD CONFERENCES

National Business Center
Consolidated Activity Data Dictionary

ACTIVITY CODE		
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P L	PERFORM SSE- FORMAL	TO INCLUDE RECEIVING / EVALUATING PROPOSAL AND RECORD ALL NECESSARY ACTIONS IN PNO/PNM ONLY FOR FORMAL SOURCE SELECTION PROCUREMENTS & MAKE AWARD, EC NOTICES, NOTIFY UNSUCCESSFUL OFFERORS, POST AWARD CONFERENCES
P M	PROCESS MODIFICATIONS	TO INCLUDE RESEARCHING ISSUES, PERFORMING COST/PRICE ANALYSIS, MODIFICATION DEVELOPMENT, REQUESTING ADDITIONAL INFORMATION (WDs, TECHNICAL ANALYSIS, ETC.) TERMINATION FOR CONVENIENCE / DEFAULT, CLAIMS, DISPUTES
P N	PROCESS DELIVERY ORDERS	TO INCLUDE RESEARCHING ISSUES, PERFORMING COST/PRICE ANALYSIS, MODIFICATION DEVELOPMENT, REQUESTING ADDITIONAL INFORMATION (WDs, TECHNICAL ANALYSIS, ETC.)
P O	DEVELOP/PROCESS GRANTS	TO INCLUDE ESTABLISHMENT & ADMINISTRATION OF GRANTS
P P	DEVELOP/PROCESS COOPERATIVE AGREEMENTS AND OTHER TRANSACTIONS	TO INCLUDE ESTABLISHMENT & ADMINISTRATION OF COOPERATIVE AGREEMENTS AND OTHER TRANSACTIONS
P Q	PERFORM INDEPENDENT QUALITY REVIEWS	TO INCLUDE INDEPENDENT QUALITY REVIEW / PEER REVIEW (EXCLUDES LEGAL REVIEWS)
P R	PROCESS KO ACTIONS	TO INCLUDE KO's APPROVAL AND / OR ADVICE (WRITTEN AND / OR VERBAL)
P S	BAA EVALUATION	TO INCLUDE REVIEW OF WHITE PAPERS, REVIEW PROPOSALS, AND PREPARE DOCUMENTATION
P T	MONITOR CONTRACTS	TO INCLUDE ATTENDING MEETINGS, REVIEW REPORTS, REVIEW CHANGES, REVIEW EQUIPMENT / TRAVEL REQUESTS, ETC.
P U	CLOSE OUT CONTRACTS	FOR CR AND FP REQUIREMENT - TO INCLUDE DEOBLIGATION OF FUNDS, DISPOSITION OF PROPERTY, SECURITY CLOSE-OUT, DOCUMENTATION PREPARATION, SYSTEM CLOSE-OUT, AUDIT RECONCILIATION
P V	PROCESS PROTESTS	TO INCLUDE PERFORMING RESEARCH, COMPILING FILES, COORDINATING WITH INTERESTED PARTIES,
P W	DO BUYER CREDIT CARD RECONCILIATIONS	RECONCILING CREDIT CARD PURCHASES WITH BANK STATEMENTS AND PAYMENT ACCOUNTS.
P X	DO APPROVING OFFICIAL CREDIT CARD ANALYSIS	TO INCLUDE RECONCILING/APPROVING BUYER STATEMENTS FOR PURCHASES MADE VIA CREDIT CARD
P Y	PROVIDE LEGAL REVIEWS	TO INCLUDE RESEARCH AND WRITTEN DOCUMENTATION OF LEGAL POSITION (I.E. INTERNAL QUALITY REVIEWS (IQR)) FOR ASD SW BRANCH
P Z	PROVIDE LEGAL ADVICE	PROVIDE VERBAL ADVICE TO INDIVIDUAL OR GROUP FOR ASD SW BRANCH

National Business Center Consolidated Activity Data Dictionary		
ACTIVITY CODE	Activity Name	Activity Definition
PERSONAL PROPERTY & FLEET MANAGEMENT		
Q A	Manage Personal Property	Perform Property Inventories & Certifications, Issue Guidelines & Procedures, Investigate missing, stolen, damaged, & lost property, Process paperwork for property transfers, disposals, donations, refurbishments/rehabs. Process property receipts. Issue property passes. Process Surplus, Excess, and Reimbursable (sold outside of DOI) Property
Q B	Pickup & Delivery of small items.	Includes small items that are not handled by NBC's Moving Services.
Q C	Repair Property	Repair & assistance with non-technical property (furniture, etc.)
Q D	Perform special vehicle fleet management duties for the Immediate Office of the Secretary	Interact with procurement and leasing companies with specific vehicle requirements. Coordinate with Office of the Solicitor and Finance for Chauffeur-related issues.
Q E	Coordinate Vehicle Usage & Maintenance	Maintain & Monitor Vehicle Use Logs, Report usage to GSA, Coordinate Gas Credit Cards, Maintain & Service Vehicles, Alternative Fuel Initiative.
ALTERATIONS SERVICES		
S A	Provide Electrical Services	Provide electrical services for dedicated circuits, sub panels, receptacles, light switches, surveys, and stand-by electrician (special events/programs)
S B	Provide Carpentry Services	Provide carpentry services to construct and remove walls, install wood blinds, doors, banners, shelving, cabinets, pictures, portal letters, flooring, assemble office furniture, and install locks.
S C	Provide Painting Services	Provide painting services to paint office space, public space, stain portals, doors, repair water damage, stripe and number parking spaces.
S D	Provide Plumbing Services	Provide plumbing services to remove and install sinks, water lines, kitchen and toilet facilities.
S E	Provide HVAC Services	Provide HVAC (Heating, Ventilation, and Air Conditioning) services to install a/c unites.
S F	Provide Sheet Metal Services	Provide sheet metal services to install duct work for a/c units, supplemental air supply in offices, and computer rooms.
S G	Provide Engraving Services	Provide engraving services to engrave room identification inserts and award plaques.
S H	Provide Architectural Support Services	Provide architectural services for designs and floor plans
SPACE MANAGEMENT		
S I	Coordinate Building Space Management	Coordinate space assignments in the MIB Complex, develop facility management database, develop & maintain rent estimates for budgeting.
S J	Perform Space Utilization Surveys & Studies	Perform on-site surveys and space utilization studies, space planning & development of requirements, and other general space management activities.
S K	Acquire space through GSA	Duties related to the acquisition of space through the General Services Administration (GSA), Development of space requirements, processing SF-81s, and consultation/coordination services with GSA through occupancy for GSA-acquired space.
S L	Provide Architectural Support Services	Provide architectural services for office layout/design.

National Business Center Consolidated Activity Data Dictionary		
ACTIVITY CODE	Activity Name	Activity Definition
S M	Coordinate & Administer Space Leasing	Direct Leasing by a Contracting Officer, Costs & duties of space management in satellite locations.
S N	Coordinate Major Renovation Projects	Major renovation project oversight and coordination.
DOI UNIVERSITY & TRAINING		
U A	Provide Mission Specific Technical Training	Development & delivery of training specifically for products & services offered by the NBC. Examples include training for QuickTime, FFS, FPPS, Museum Program, Drug Policy, Property Accountability, Lexis/Westlaw Library Services, and Sec. 508 compliance, & ASD Acquisitions and ICS Clients. NOTE: Does not include CBT/WBT work.
U B	Coordinate Cultural Special Events and Speaker Series.	1) Identify topics w/ customer input 2) Select authors/texts 3) Secure author and schedule seminars 4) Acquire materials 5) Identify and secure appropriate approvals
U C	Course Acquisition and Customer Agreements	1) Evaluate Potential Contractors 2) Develop/prepare SOW 3) Negotiate with vendors 4) Review and analyze proposals 5) Notify/confirm selection of vendor 6) Prepare contracting documents (MOU, RSA, Customer Agreement)
U D	Develop Customized Web & Learning Information Systems	Development of WBT/CBT course or information system for customer specific and NBC technical requirements. Includes: 1) Meet with clients to determine needs 2) Develop project plan 3) Establish information architecture 4) Design audio and visual content 5) Ensure section 508 compliance 6) Perform program testing 7) Conduct evaluations 8) Perform cost analysis 9) Create and maintain information systems.
U E	Conduct Level I, II, and III Evaluations	1) Analyze course & program evaluations 2) Analyze course & program delivery 3) Write evaluation reports/provide recommendations
U F	Registrations	1) Monitoring LMS/internet registration system 2) Input/Assist/Verify registrations 3) Update system for verification letter/course completion 4) Input/verify Credit Card Information and other payments (182, etc) 5) Reconcile attendance with registrations (verifications) 6) Notify participants.
U G	Program Execution	1) Coordination and manage all logistics for program delivery such as: scheduling, facility, room, equipment, parking, and security. 2) Manage speakers and provide specific assistance (talking points, agenda, introductions) 3) Conduct course.
U H	Benchmarking and Outreach	1) Research best in class organizations/programs 2) Identify potential new client base 3) Create and maintain new customer relationships 4) Survey for customer needs 5) Pilot new initiatives & evaluate for meeting customer needs.
U I	Facilitate Candidate Screening/Selection Process	1) Establish screening panels/committees 2) Facilitate selection process 3) Reference checks 4) schedule interviews/travel arrangements 5) Prepare appropriate documents.
U J	Participate in Intern Programs	Participate in competency-based Curriculum. Integrate learning and performance into rotational assignments. Perform aligned developmental goals
U K	Provide Coaching, Mentoring, and Performance Reviews	1) Conduct Intern Performance Evaluations 2) Addressing customer performance issues

National Business Center Consolidated Activity Data Dictionary		
ACTIVITY CODE	Activity Name	Activity Definition
U L	Provide Computer Help Desk Services	1) Maintain and troubleshoot computer hardware and software, 2) Customer assistance with LMS courseware and web services.
U M	Coordinate DOI University Leadership, Intern, and Certificate Events & Ceremonies	1) Coordinate graduation, welcome, and orientation events, including speakers, location, logistics (i.e., catering, photography, a/v equipment) 2) Preparation of speeches and talking points for speakers 3) Set up and coordinate training events in support of the Strategic Human Capital Management Plan 4) Design and procure invitations, programs, and other publications
U N	Career Counseling	1) One on one counseling in relationship to specific careers, training for new careers, and meeting the strategic Human Capital goals of the Department (both for individuals in our programs and individuals not in our programs)
U O	Publicize Courses and Programs	Prepare input for course announcements and annual catalog 2) Prepare and publish flyers, posters, and brochures 3) Create LAN announcements and schedule 4) Identify and implement new marketing strategies 5) Meet w/ new customers
U P	New Program Design/Development	1) Develop program proposal/draft 2) Skeletal outline/design of program (timeline, participants, funding, location, etc) 3) Meet with Sponsors to gain acceptance/buy-in 4) Negotiate Prices/Secure funding
U Q	Provide Performance Consulting	1) Identify skill and knowledge gaps 2) Identify business, performance, training, and environment needs 3) Align needs with mission.
U R	Maintain and update licenses	1) Installing updates 2) Troubleshooting server issues related to on-line courses 3) Acquiring Licenses
U S	Coordinate Intern Program	All duties involved with the coordination of the various DOI Intern Programs (Management, Acquisition, etc.)
U T	Develop Customized Courseware	Development of WBT/CBT course or information system for customer specific and NBC technical requirements. Includes: 1) Meet with clients to determine needs 2) Develop project plan 3) Establish information architecture 4) Design audio and visual content 5) Ensure section 508 compliance 6) Perform program testing 7) Conduct evaluations 8) Perform cost analysis 9) Create and maintain information systems.
IMMEDIATE OFFICES - Associate & Assistant Directors		
W A	Liaison with IOS & PMB	Support SIO (Secretary's Immediate Office) & PMB (Policy Management & Budget) Offices for procurement and other processing duties.
W B	Coordinate Special Events for DOI	Coordinate NBC logistics (HVAC, Facilities, Security, A/V, Movers, etc.), contractors (caterers, equipment, furnishings, etc.), Coordinate distribution of posters, flyers, etc., staff events, schedule times, prepare cost estimates, process forms, invoices
W C	Coordinate Auditorium & Conference Room Scheduling and Logistics	Coordinate NBC logistics (HVAC, Facilities, Security, A/V, Movers, etc.), contractors (caterers, equipment, furnishings, etc.), Coordinate distribution of posters, flyers, etc., staff events, schedule times, prepare cost estimates, process forms, invoices
W D	Coordinate Special Projects in MIB	Coordinate NBC resources for unique client projects such as large-scale office moves, carpet installations, etc.

National Business Center Consolidated Activity Data Dictionary		
ACTIVITY CODE	Activity Name	Activity Definition
W E	Manage the Maternal Wellness Room & Stress Reduction Lab	All duties related to these activities.
NBC COMMON INDIRECT ACTIVITIES		
X A	Provide Executive Leadership	All duties and operational costs for executive management and leadership. These duties benefit the NBC as a whole and cannot be relevantly charged to one specific organization within NBC. Duties include developing vision and mission and strategic goals of NBC & Directorates, ensuring alignment with NBC and DOI goals.
X B	Perform Budget Execution Duties	All duties related to budget execution, excluding ABC/M. Includes quarterly and mid-year review preparation. Does not include ABC/M work.
X C	Perform Budget Formulation Duties	All duties related to developing budget requests, responding to OMB & Congressional requests.
X D	Assess Client Needs & Requirements	Meet with customers to determine job requirements, program & functional requirements, etc.
X E	Participate in NBC Special Projects	All duties related to participation and preparation for NBC Special Project Teams. Example: Business Practice Teams. Excludes ABC/M - sep. activity.
X F	Participate in Department Special Projects	Duties related to participation and preparation for DOI Special Teams & Events. Examples: DOI ABC Team, MIT.
X G	Maintain NBC ABC/M	All duties related to maintenance, review, direction of the NBC ABC/M initiative.
X H	Do Customer Relations Management	Development of NBC CRM strategies to cultivate new and existing customer relationships. Examples include: planning and developing promotional materials; staffing NBC exhibits at conferences, maintaining exhibits, coordinating demonstrations & presentations. All functions related to customer service surveys; on-site visits, open houses, focus groups, and courtesy follow-ups.
X I	Continuity of Operations	Provision for recovery of NBC and Departmental business functions – short and long term, in the event of disaster. Includes current contracts for disaster recovery services, which provide for availability of alternative sites in case of a declared disaster to cover needed resources.
X J	Serve on mission-related Boards, Councils, Organizations, Groups external to DOI	Activity related to attending and maintaining memberships/presence in mission-related organizations and consortiums that advance NBC outside of DOI environment. (example - AGA), Contributing articles/presentations for organization publications and academic journals.
X K	Manage Executive Information System	All duties related to the system ownership of EIS, requirements meetings, upgrades/updating, etc.
X L	Manage Division/Branch/Program	General functions performed by Division/Program/Branch management. Examples include: setting operational policy, resource and personnel management, attendance at all-hands meetings, workload assessment, priority setting, quality assurance, coordination with external contacts, etc.
X M	Perform Management Control Reviews	Performance, as required by FMFIA, of management control activities including establishing annual review plans, monitoring and/or performing management control reviews, identifying material and non-material weaknesses, establishing corrective action plans, and issuing annual certification activities.

National Business Center
Consolidated Activity Data Dictionary

ACTIVITY CODE		
	Activity Name	Activity Definition
X N	Manage Project	All duties associated with direct management and oversight of individual projects, both customer and internal.
X O	Perform Administrative Functions	Schedule meetings, Order Supplies, Process Time Cards, Process Travel Orders and Vouchers, Maintain Suspense File, FPPS, and requisitions/
X P	Attend Mission Specific Training	1) Attend training and conferences related to IDP and mission The professional development of the NBC staff including formal classroom training as well as online learning through Computer and Web Based training.
X Q	Do Competitive Sourcing	Work involving and in support of all phases of competitive sourcing including determinations of inherently governmental vs. commercial activities, preparation of annual inventories; and full study or streamlined comp sourcing methods.
X R	Perform Strategic Planning and Performance Management Duties	All duties related to the creating, maintaining, and refining performance measurement systems for the NBC. Includes work on NBC Strategic Plan, Human Capital Mgmt, Business Plans. Coordinate management control review activities, Benchmarking and analysis of business functions and related costs designed to improve the efficiency and effectiveness for NBC.
X S	Perform Program Review and Management Analysis	Perform Inventories, Create Databases, Analyze FFS, FPPS, BRIO data, Issuance of Guidelines & Procedures for standardizing AO. Recommend improvements for efficiency, eliminate redundancies, and reducing cost.
X T	Perform Audit Activities	Activities involving responding, on behalf of NBC, to specific audit requests and draft audit reports, developing and monitoring corrective action plans, and submitting formal reports on corrective actions taken. Does not include activity performed for a customer.
X U	Perform Official Union Activities	Official time, approved in advance, in the performance of official union activities, by employees appointed to serving as a union officer or other representative.
X X	Sustain the Organization	Costs that cannot be relevantly charged to any other activity. Examples include office space, general supplies & equipment, postage. Should not be used for salary costs.
X Z	Take Leave (all types)	Use when recording annual, sick, or administrative leave taken.
INDIRECT COST NEGOTIATION		
Y A	NEGOTIATE INDIRECT COST RATE	TO INCLUDE NEGOTIATION OF INDIRECT COST RATES WITH STATE AND OTHER GOVERNMENT ENTITIES
MAIL SERVICES		
Z A	Manage Mail Room & Delivery Operations	Operation of the MIB & satellite mail rooms - includes primary & secondary sorting, dispatching (metering/bundling/pouching), Pick up/Deliveries and duties related to controlled mail. Researching mail, troubleshooting complaints, monitoring postage usage, negotiate RSA's for mail service.
Z B	Manage Express Delivery Services	Maintaining a log, obtaining addressee's signature and delivering mail, All duties and costs involved with Federal Express, Airborne, etc. contracts.
Z C	Coordinate Mail Security	Ensuring that employees are aware of security procedures for handling suspicious mail

National Business Center
Consolidated Activity Data Dictionary

ACTIVITY CODE		
	Activity Name	Activity Definition
Z D	Employee Locator and mail stop lookup (government)	Providing information regarding the whereabouts of an employee
Z E	Coordinate Mail Policy	Informing Department employees about mail policy and preparation
Z F	Manage Overseas Mail	Managing and monitoring overseas postage spending on behalf of the bureaus
Z G	Coordinate Blue Pages	Interacting with GSA on bureaus behalf and establishing RSA's